

PONY

سلسلة كتب الاستاذ

2024

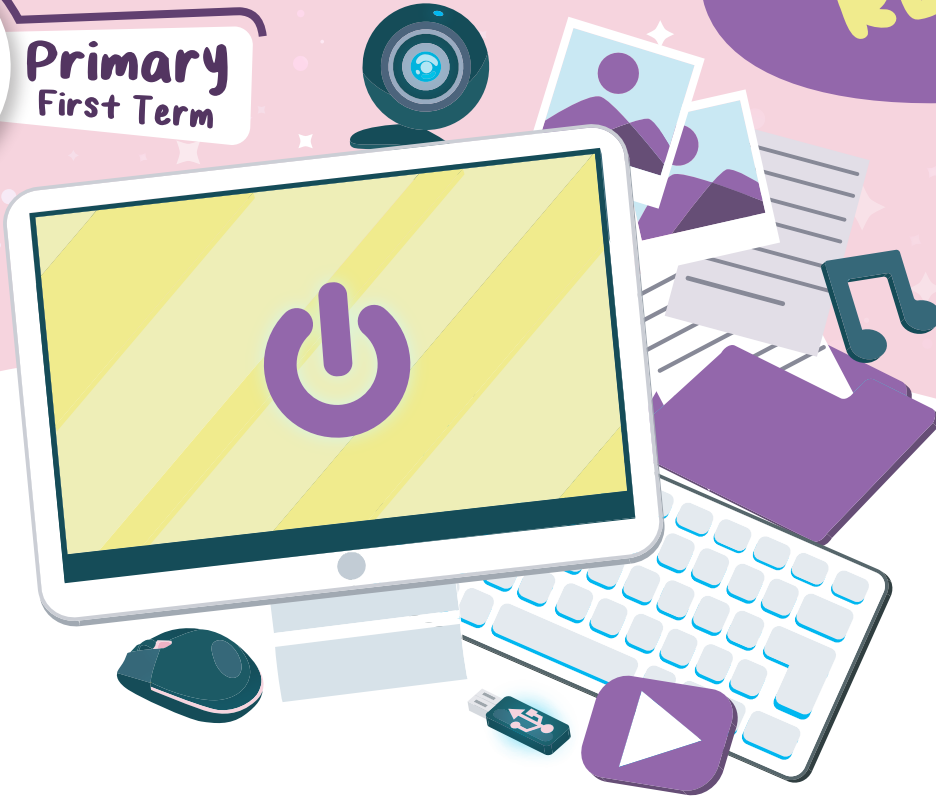
ICT

Information and
Communication
Technology

NOVEMBER
REVISION

5th

Primary
First Term



Lesson 8

- » **Intranet:** It is used to share information in a closed network, and it's more secure.
- » **Internet:** It is used to share information over the web in an open network, so, it's less secure.
- ① **Sorting information in Excel:**
 - Go to the Toolbar and click on Data, then click on Sort.
- ② **Setting formulas in cells:**
 - Type (=) in this cell. This tells Excel you are creating a formula.
 - You can set formula to add (+), subtract (-), multiply (x), or divide (/).
- » In Excel, a cell is named using a combination of a letter and a number.
- » The letters are at the top of the columns and the numbers are on the left side of the row.

Lesson 2

- » **Personal information:** It includes your name, address, date of birth, and passwords.
- » **Hackers:** They break into a computer and steal personal information.
- » **Hacker** can use someone's email address and password to send a virus to all the email addresses in your email account.
- » **Hackers** can use an adult's bank account to steal money.
- » **How to keep your personal information (PII) safe?**
 - ① Limit the personal information you share online.
 - ② Don't sign up for a website if it asks for too much personal information.
 - ③ Use different strong passwords that are different and contain letters, numbers, and special signs.
 - ④ Use antivirus software on all of your devices.



⑤ Update your devices regularly.

» You should protect your files from viruses, software problems, human errors.

» How to back up your data?

① Some apps and software programs back up data automatically.

② You can use a data-storage device, such as:

- A flash memory
- An external hard drive

» This is called a hybrid backup; it is a safer way to backup and store files.

» The hard disk has more space than the flash memory although they are both used for the same purpose.

Lesson 3

» **Phishing:** It is sending a message via email or social media applications that looks real, but it isn't.

» **Smishing:** It is the same as phishing, but it is a text message instead of an email.

» **When you open an attachment or a file of phishing:**

- Data-stealing software is installed on your computer, or you're asked to enter sensitive information, such as a bank account.

» **How to identify phishing messages?**

① It includes misspelled words and grammar errors.

② It requests too much personal data.

» **Password manager:**

① It creates strong and unique passwords for each of your accounts.

② It also tells you if the passwords you already have are too weak or if you've reused them.

③ It can even tell you if one of your passwords has been stolen online.

» **Multi-factor authentication (MFA):**

- MFA is used to strengthen your passwords.
- You provide at least two ways of identifying yourself.

